

DEPARTMENT OF INSURANCE  
OFFICE OF STATE FIRE MARSHAL  
PREVENTION PROGRAMS AND GRANTS

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Insurance and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Insurance agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The**

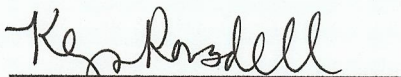
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

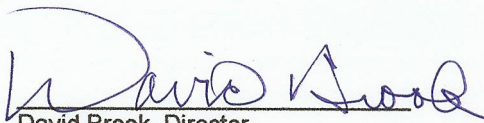
**APPROVAL RECOMMENDED**



Angie Brogden, Chief Records Officer  
Department of Insurance



Kelly Rensdell, Deputy Director  
Prevention Programs and Grants  
Office of State Fire Marshal

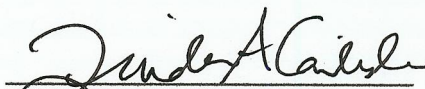


David Brook, Director  
Division of Historical Resources

**APPROVED**



Wayne Goodwin, Commissioner and  
State Fire Marshal  
Department of Insurance



Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**Item 49369. Governor's Highway Safety Program File.** Records in paper and electronic formats concerning the Governor's Highway Safety Program to promote highway safety awareness and reduce the number of traffic crashes and fatalities in the state of North Carolina through the planning and execution of safety programs. File includes cost claim statements, quarterly progress reports, contract by classes for child passenger safety certification, invoices, grants, buckle-up agreements with counties and other related records. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

**Item 49370. Non-Federally Funded Grants File.** Records in paper and electronic formats concerning grants not funded by the federal government, which may include grants for programs including Risk Watch, Remembering When, and Juvenile Fire Setters File includes budget authorizations, travel request, quarterly reports and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years after grant ends.

**Item 49371. Safe Kids Grant File.** Records in paper and electronic formats, including e-mail, concerning grants from Safe Kids Worldwide or other grantors for the prevention of accidental childhood injury in North Carolina. File includes contracts, grant applications and evaluations. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining grant applications and evaluations 3 years after grant ends. Destroy in office remaining paper and electronic contracts 3 year after coalition dissolves.

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**Item 49372. Safe Kids Coalition Requirement File.** Records in paper and electronic formats, including e-mail, concerning requirements to be complied with by coalitions to maintain good standing status to be eligible for a Safe Kids grants. File includes coalition performance assessment tools, meeting minutes, by-laws, strategic plans, action plans and declarations of required Safe Kids events.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic meeting minutes, strategic plans and action plans 3 years after completion. Destroy in office remaining paper and electronic by-laws when superseded or obsolete.

**Item 49373. Operation Medicine Drop Program File.** Records in paper and electronic formats, including e-mail, concerning a statewide prescription medication take-back program in conjunction with Safe Kids North Carolina, law enforcement agencies, the State Bureau of Investigation and the U.S. Drug Enforcement Administration. File includes advertisement material and U.S. Drug Enforcement Administration correspondence.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic U.S. Drug Enforcement Administration correspondence after 1 year. Destroy in office remaining paper and electronic advertisement records when reference value ends.

**Item 49374. Manufacturing Compliance Certification of Cigarette Brand Style File.** Records in paper and electronic formats, including e-mail, concerning certification of consumer testing by each cigarette manufacturer to meet the performance standard set forth in G.S. 58-92-15. File may include correspondence, laboratory reports and samples of packaging materials.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining paper and electronic records 6 years after initial application receipt.

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**Item 49375. Fire Works Certification Program File.** Records in paper and electronic formats, including e-mail, concerning the licensing of Fire Works operators. File includes applications, copies of licensing from other states, driver's licenses, affidavits from associated company and Alcohol and Tobacco Firearm clearances. (Comply with applicable provisions of 5 USC 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records 6 years after initial application receipt.

**Item 11664. Commissioner Appointed Letters File.** Records in paper and electronic formats of form letters used to confirm appointments made by the Commissioner of Insurance.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records after appointment expires.

**Item 11667. Firefighter's Relief Fund File.** County and municipal reports in paper and electronic formats concerning fire conditions. File includes fire condition reports, State Firemen's Association membership and financial statements and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

**Item 49376. Volunteer Fire Department Fund File.** Records concerning the dollar-for-dollar matching grants awarded to fire departments for the purchase of fire-related equipment and capital improvements. File includes grant application and other related records.

DISPOSITION INSTRUCTIONS: Scan in office records after grant ends. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy in office electronic and remaining unscanned records after 5 years after grant ends.

**Item 49377. Volunteer Rescue/Emergency Medical Services Fund Rescue Grant File.** Records concerning the dollar-for-dollar matching grants awarded to rescue providers for the purchase of rescue-related equipment and capital improvements. File includes grant application and other related records.

DISPOSITION INSTRUCTIONS: Scan in office records after grant ends. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy in office electronic and remaining unscanned records after 5 years after grant ends.

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**Item 49378. Rescue Relief Fund File.** Records in paper and electronic formats, including e-mail, concerning the funds collected by the Department of Motor Vehicles and funds distributed by the Department of Insurance. File includes quarterly reports received from the Department of Motor Vehicles, dispersal funds report by the Department of Insurance and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 5 years after grant ends.